

PLAN OF OPERATIONS

I. INTRODUCTION

A variety of hazardous materials are transported, stored, and used within the _____ County area on a daily basis. These hazardous materials include toxic chemicals, flammable liquids and gases, and radioactive materials. These hazardous materials are used in agriculture, industry, business, and other commercial and domestic applications.

When properly used, applied, controlled, and contained, hazardous materials can be beneficial to our society. When improperly handled or accidentally released they pose a threat to life, property, and the environment. A fast and efficient response is imperative to effective management and mitigation of an incident. Inadequate response and recovery operations can be very costly in terms of lives, dollars, and environmental damage. Most hazardous materials incidents require a multi-disciplinary approach with all responders participating in a coordinated effort. This procedure is not a stand-alone plan. It must be supported by other state, local, and facility emergency operations plans.

A. PURPOSE

Your local emergency plan is designed to provide hazard specific procedures and guidelines for response to an actual incident involving a hazardous material. This plan will also assist **LEPCs** in complying with existing State and Federal legislation. This document will covers the nine required elements of a local emergency plan as outlined in Title III legislation.

Every community in South Dakota must be included as part of a comprehensive emergency operations plan. This plan will enable the **LEPC**, local fire departments, public institutions, health, professionals, industries, small businesses, farmers, and others to identify types and locations of chemical hazards, vulnerable areas and populations, and the risk of accidents and their effects on the community.

B. OBJECTIVES

1. To identify the facilities and transportation routes where hazardous materials are present.
2. To establish emergency response procedures, including evacuation plans, for dealing with accidental chemical releases.
3. To set up notification procedures for those who will respond to a hazardous materials incident.
4. To establish methods for determining the occurrence and severity of a release and the areas and populations likely to be affected.
5. To establish ways to notify the public of a release.

6. To identify the emergency equipment available in the community, including equipment at each facility.
7. To train local emergency response and medical workers to respond to chemical emergencies.
8. To establish methods and schedules for conducting exercises to test elements of the plan.
9. To designate a community coordinator and facility coordinators to carry out the plan.

The plan is designed to cover/respond to the release(s) and potential release(s) of hazardous materials to the air, land, surface waters, and aquifers. This may pose an immediate or long-term threat which resulted from an accident or emergency release involving storage, transportation, or use of hazardous materials.

NOTE: The term “release(s)” means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles) of any hazardous chemical, extremely hazardous substance, radioactive material, or toxic chemicals.

C. AUTHORITIES

- The Superfund Amendment and Reauthorization Act, 1986, SARA Title III Legislation - 40 CFR Parts 300 and 355
- The Comprehensive Environmental Response, Compensation, and Liability Act, 1980 (CERCLA)
- The Federal Water Pollution Act and Clean Water Act
- SDCL 33.15; otherwise known as the South Dakota Office of Emergency Management
- South Dakota Codified Laws:

SDCL 32-9.48 to 52; Safe Transportation of Hazardous Materials by a Motor Carrier

SDCL 34-28; Flammable Liquids

SDCL 34-39; Liquefied Petroleum Gases

SDCL 34-1.2; Air Pollution

SDCL 34A-1.45; Air Pollution

SDCL 34A-2; Water Pollution

SDCL 34A-6; Hazardous Waste, Solid Waste Disposal

SDCL 38-19; Commercial Fertilizer

SDCL 38-20A; Pesticides

SDCL 38-21; Agricultural Pesticide Application

D. REFERENCES

- Title III of the Superfund Amendments and Reauthorization Act, 1986, also known as the Emergency Planning and Community Right-to-Know Act, 1986
- Local Emergency Operations Plans (LEOP)
- South Dakota Emergency Operations Plan
- Hazardous Materials Emergency Planning Guide, NRT-1
- South Dakota Codified Law (SDCL)
- 1996 Emergency Response Guidebook - DOT

II. OPERATIONS

- A. County emergency operations plans establish roles and responsibilities of the various local government organizations by function. Nine functions common to emergency operations for any hazardous materials incident are: direction and control, administration, health and medical, warning, communication, public works, damage assessment, public safety, and individual and family assistance. Response personnel roles and responsibilities are based on their day to day assignments. Therefore, county, city, and facility emergency operations plans must be utilized to support this plan.

Hazardous materials operations will be executed in the phases of preparedness, response, recovery, and mitigation.

1. The preparedness phase will consist of locating and identifying hazardous materials. This will include documentation and dissemination of information as required by Title III legislation. Information must be gathered from each reporting facility and include location, quantity, and type of material being stored. Any facility which has a quantity of extremely hazardous material above the threshold planning quantity (TPQ) must notify both the **SERC** and **LEPC**. This information will be reported to local fire departments for their use.
2. Response provides procedures for city, county, and other personnel to follow during a hazardous materials incident. Under SARA Title III a facility must immediately notify the **LEPC** and **SERC** of the release of more than a predetermined amount of reportable chemicals. Chemicals covered in this section include not only the extremely hazardous substances but also several hundred hazardous substances subject to notification requirements.
3. Recovery guidelines provide for removal and disposal of hazardous materials.
4. Mitigation provides guidelines for scheduling emergency responder training and exercises which test this plan. This will result in recommendations for improvements in response capabilities.

B. EMERGENCY RESPONSE PREPAREDNESS

The **LEPC** of _____ County will review and update facility information which includes facility plans, chemical lists and locations within the facilities, facility emergency coordinators, and available facility equipment.

The **LEPC** is also responsible for:

1. Identifying and mapping transportation routes of hazardous materials.
2. Establishing emergency response procedures and evacuation plans for communities.
3. Setting up notification procedures for those who will respond to hazardous materials incidents.
4. Establishing methods for estimating the occurrence and severity of releases and the areas and populations likely affected.
5. Establishing ways to notify the public of releases.
6. Maintaining a training and exercising program for local emergency response personnel.
7. Designating a community coordinator and facility coordinators to carry out the plan.

C. HAZARDOUS MATERIALS RESPONSE

1. **NOTIFICATION** - All facilities must make an emergency **notification of a release of a hazardous material that exceeds the reportable quantity for that substance in accordance with Superfund Amendments and Reauthorization Act of 1986, Title III, Section 304.**
 - a. Initial Notification - The county dispatcher will **serve as the 24 hour contact for notification of all hazardous material incidents.**
 - b. The dispatcher will alert all agencies listed on the emergency notification roster in this plan.
 - c. All incoming reports will contain the information as shown on the Hazardous Materials Incident Reporting Information Form which is included in this plan as an attachment.
 - d. The Office of Emergency Management will be notified using the 24 hour number 773-3231. The office will then notify the appropriate agency or agencies as necessary.

2. COMMAND AND CONTROL

- a. Upon the occurrence of a hazardous material release or threatened release, control of then situation will be assumed by the initial public safety officer who will become the incident commander and will be authorized to order an evacuation. The acting incident commander will immediately establish an on-scene command post with communication capabilities outside the immediate danger area.
- b. The incident commander or his designee shall determine the type, location, and quantity of hazardous material using the facility plan. After determining the extent of the incident a restricted area will be established to control entry and exit into and out of the area.
- c. The incident commander is in charge of the command post and all emergency and support agency supervisors or designees will report to this area and operate under his or her directions prior to entering the restricted area.
- d. The incident commander shall determine the extent of the threat and the need for additional emergency personnel and evacuation.
- e. Each responding agency will conduct its operation in accordance with standard operating procedures as outlined in **-each-** County Local Emergency operations Plan (LEOP). However, all operational activities must be coordinated with the central command post and the incident commander.
- f. The incident commander in conjunction with other responding personnel must take the following actions as outlined in the Hazardous Materials Incident Analysis Student Manual, DECIDE.
 - Detect hazardous materials presence
 - Estimate likely harm potential
 - Choose response tasks/objectives
 - Identify action options
 - Do best option
 - Evaluate progress
 - 1) Keep all persons a safe distance from the incident area until the extent of the hazard is determined.
 - 2) Requirements for performing accident assessment, control and containment, decontamination, and cleanup will be provided by personnel from the appropriate designated agency.
 - 3) Avoid exposure to smoke, dust, mists, liquids, radioactive materials, or any unknown materials.
 - 4) Emergency personnel will enter and leave the restricted area through designated checkpoints for monitoring and decontamination.

- 5) A record will be maintained to log entries and exits of personnel on the scene. In addition, a record of decontamination procedures on each individual will be kept.
- 6) If radioactive materials are involved, appropriate action should be taken.
- 7) Appropriate protective clothing and equipment will be worn as determined by the incident commander.
- 8) A log of events will be kept at the central command post by a person designated by the incident commander. If possible a videotape log should be made of the incident response.

3. EVACUATION

- a. Refer to the facility operations plan for an evacuation procedure both on and off site. In the early stages of incident response, the facility emergency coordinator is responsible to recommend to local officials when to initiate an evacuation. When the local public safety officials are able to assess the situation, all decisions concerning the extent and duration of the evacuation will become a local incident command decision.
- b. If evacuation is implemented, the Local Emergency Operations Plan (LEOP) is to be utilized to ensure that:
 - 1) Public safety officials will conduct off-site evacuation operations (warning, restricted roads or other areas, barricades, transportation, etc.) depending on the incident assessment and analysis.
 - 2) Activation of the individual and family assistance function to coordinate care of evacuees.
 - 3) Warning and communication functions are used to provide appropriate information to affected citizens and emergency workers.

4. WARNING / PUBLIC NOTIFICATION

- a. Refer to the appropriate county or city emergency operations plan for implementation.
- b. Refer to the county emergency broadcast station plan for implementing the local area EAS. Request state support for statewide EAS coordination by contacting the Office of Emergency Management at 773-3231.

5. CONTAINMENT AND CONTROL OF LIFE THREATENING HAZARDS

- a. All reasonable efforts should be made by on-scene personnel to treat injured persons, suppress fires, and contain and stabilize the hazardous material(s). These activities might occur concurrently but should precedence be given it is recommended to proceed as follows:
 - 1) Evacuate and treat all casualties - lifesaving activity takes precedence in all situations.

- 2) Suppress any fires as quickly as possible.
- 3) Control the release by stopping flow, spillage, or leakage if possible.
- 4) Contain the released hazardous material in the smallest area possible.

D. RECOVERY

The coordination of recovery will be the responsibility of the county emergency manager. He or she will coordinate with the SD Office of Emergency Management (SDOEM). The incident commander and county emergency manager will coordinate on-site recovery operations in cooperation with all responding state and federal agencies.

1. CLEAN-UP AND DISPOSAL OF HAZARDOUS MATERIALS

Reference 42 US Code Section 5-6921 through 6939 e, inclusive (Federal Resource Conservation Recovery Act) Hazardous Waste Management provides for the hazardous material owners, shippers, and carriers, to be responsible for clean-up and disposal of hazardous materials.

- a. A representative of the LEPC will coordinate with state and private agencies on the monitoring of hazardous material spills for compliance with state and federal clean-up standards.
- b. A representative of the LEPC will make recommendations to elected officials for hiring a private contractor to perform clean-up operations if the responsible party fails comply with state and federal regulations.
- c. The South Dakota Department of Environment and Natural Resources has responsibility to monitor clean-up and removal of hazardous material and assure that clean-up complies with all applicable state and federal regulations.

2. REPORTING

In the event of a hazardous materials incident several reporting requirements must be accomplished. In addition to initial notification and follow-up incident assessments as described, the entities listed below have a responsibility to submit reports as follow:

- a. The facility owner, user, operator, or transporter of the hazardous material will submit written reports to:
 - 1) The State Emergency Response Commission
 - 2) The Local Emergency Planning Committee

b. Local Governments:

- 1) Cities will provide written reports to the **LEPC** and the state via the county emergency management director.
- 2) Counties will provide written reports to the **SERC** via the Office of Emergency Management.

These reports will be compiled to include photographs, statements from witnesses, and any other documentation which establishes a record of events.

3. EXPENSES

- a. Each agency supervisor is responsible to maintain a record of all expenses incurred. These are to include not only normal personnel and equipment usage but also costs for special equipment, technical expertise, and materials.
- b. The shipper or owner is responsible to reimburse the local government for actions required to control, contain, dispose of, and repair the damage from a hazardous materials incident.
- c. Records of expenses incurred will be prepared by the city or county finance officer or auditor into a bill of eligible costs which will be presented to the person or company responsible for the incident for payment.

4. TRAINING, EXERCISING, AND UPDATING THE PLAN

- a. Updating the Hazardous Materials Plan is a continuous and cooperative effort involving the **LEPC**, **SERC**, and local, state, and federal agencies. The plan review and update will be accomplished on a yearly basis.
- b. Exercising this plan is necessary to test response capability within communities. Evaluation can be conducted in a variety of ways. Functional, or full-scale exercises and actual hazardous materials incidents all provide a means of identifying necessary improvements and updates.

Local hazardous materials procedures, local exercise schedules, plan reviews and updates, and exercise critiques will be kept on file with the county emergency management director.

- c. Along with exercising this plan all first responders need formal instructions in the preparedness, response, recovery, and mitigation phases of a hazardous materials incident. This information will then be distributed to all first responders, facility emergency coordinators, fire departments, law enforcement, and others who may become involved in an incident.